



Washington State Department of
Enterprise Services
REAL ESTATE SERVICES

MARKET SEARCH

The State of Washington, acting through the Department of Enterprise Services (DES), and on behalf of the agency referenced below, is seeking to lease space as defined in this document.

Project Information

Project #: 20-02-036
Agency: Law Enforcement Officers and Fire Fighters (LEOFF)
Location: Olympia or Tumwater, Washington
Square footage: 2,911 BOMA Rentable square feet of Office Space
Date posted: February 13, 2020
Desired term: 5 year required - will consider 10 years
Occupancy desired: April 1, 2021

DES Real Estate Services (RES) Contact Information

Leasing Agent: Michelle Shepler
Email: michelle.shepler@des.wa.gov
Phone number: 360-407-9350
Mailing Address: 1500 Jefferson Street SE
PO Box 41468
Olympia, WA 98504-1468

Geographical Areas of Consideration:

Properties for consideration shall be located in the following preferred areas: Olympia or Tumwater.

Attachments: [Appendix A Leased Space Requirements](#)
[Appendix B New Space Addendum](#)
[Appendix C Space Planning Data](#)
[Appendix D Definitions](#)
[Appendix E Lease Standard](#)

General Considerations:

- a. Space should meet the RES definition of "Existing Space." See Appendix D, "Definitions" for RES definition of "Existing Space," "Space Under Construction," or "Planned Space."
- b. Parking count must meet the requirements established in the municipal code for the intended use, unless otherwise indicated.
- c. Lease will be written on the State of Washington's approved lease documents. See Appendix E, "Lease Standard."

Location Characteristics:

The agency has identified certain key location features for delivery of their services, including but not limited to the following:

- a. Proposed facilities should be in an appropriately zoned area. The agency prefers West Olympia and Evergreen Park Drive area, but would consider Tumwater. Proposed facilities should be within the PLA.
- b. Preference may be given to a locations that are in close proximity to existing public transportation route or routes. Additionally, proposed facilities served by public transportation with hourly service during the hours of 8 AM to 5 PM may be advantageous to the agency.
- c. Proposed facilities must be in areas with sufficient infrastructure in place to support the agency operational needs. See building characteristics below.

Building Characteristics:

- a. Please refer to Appendix C, "Space Planning Data" for specific program requirements. The program and layout will be adapted to the selected facility during the design process.
- b. Please refer to Appendix A, "Leased Space Requirements" for general performance requirements and specifications, and Appendix B, "New Space Addendum" for specific site, building, and minimum tenant fit-up requirements.
- c. Then agency is requesting a Reception space, Kitchen/Breakroom, Copy/Supply/Storage room, Conference room, Telecom/LAN, Collaboration space, Janitor space, Wellness/Lactation space.

Additional Considerations:

The agency has identified certain key building features for delivery of their services, including but not limited to the following:

- a. Comfort dog friendly building.